

EWiSACWIS Financial Reports Overview

PAYMENTS

FM01 Process Payments

FM0102 Episode Driver Payments

Description

This report lists episode payments generated by the Create Episode Driven batch program. Counties will use episode driven payments for CCI, GH and Wraparound placements. This report provides County fiscal managers with a complete list of all children from the County who are placed in CCIs and Group Homes

Expected Use

County fiscal managers will review the list to children in CCI and Group Homes for to determine if the information is accurate. At a broader level, this report will help monitor County spending on out of home placement funds

When Run

Weekly Financial 1 (WF1) – Friday night

Monthly Financial 1 (MF1) – First business night of each month

FM01 Process Payments

FM0103 Prepayment Verification

Description

This report shows the counties an estimate of how providers will be paid for the current month. The estimated payments are based on current placements. The report breaks the placements out by county, type of placement and payee.

Expected Use

Counties can use this report to adjust placement and rate information before the actual payment run takes place.

When Run

Prepayments (PP) – Three business nights before MF1

FM02 Issue or Reconcile Checks

FM0201w Pending Checks Payee Listing

Description

This report provides a list of the pending checks on the Checks table. These checks represent payments and payment adjustments that are eligible to be disbursed during the next check run.

Expected Use

Assist the Bureau of Fiscal Services, or other County financial entities, with checking verification processing by providing a listing of payments that are eligible for distribution in the next check run.

When Run

Weekly Financial 1 (WF1) – Friday night

Monthly Financial 1 (MF1) – First business night of each month

FM02 Issue or Reconcile Checks

FM0202w Monthly Pre Audit Payee Listing

Description

This report provides a list of the checks that are included in the Check Write file and will be printed or direct deposited in the provider's bank account. These checks represent payments and payment adjustments that are disbursed in the next check run for a specified County.

Expected Use

Assist with check verification processing by providing a listing of payments that will be printed (or direct deposited) in the next check run for a particular County.

When Run

Weekly Financial 2 (WF2) – Monday night

Monthly Financial 2 (MF2) – Third business night of each month

FM02 Issue or Reconcile Checks

FM020vw Foster Care Voucher Worksheet

Description

This report lists all the system generated WiSACWIS expenditures that have been sent to the State or County Accounting System.

Expected Use

Provide County fiscal personnel with a listing of system generated disbursements from WiSACWIS.

When Run

Weekly Financial 2 (WF2) – Monday night

Monthly Financial 2 (MF2) – Third business night of each month

FM02 Issue or Reconcile Checks

FM0211 Kinship Care High Payments

Description

This report details the number and the dollar value of kinship care high payments in a given month for a specified County.

Expected Use

The intent of this report is to identify all children in kinship care for whom the payment made on their behalf by the Department exceeded the dollar value runtime parameter.

When Run

Monthly Financial 1 (MF1) – First business night of each month

Ad Hoc Reports – Examples from Winnebago County

[Foster Home](#)

Description

This lists all children in Category of Foster Care. This gives a picture of placement costs for this type of care. We are also able to see the number of children served in this category.

Ad Hoc Reports – Examples from Winnebago County

[Group Home](#)

Description

This lists all children in Category of Group Care. This gives a picture of placement costs for this type of care. We are also able to see the number of children served in this category.

Ad Hoc Reports – Examples from Winnebago County

Monthly Shelter Care

Description

Winnebago county bills parents for a portion of their child's per diem cost of placement in our non-secure detention facility. This gives the billing person information about who to send bills to.

Ad Hoc Reports – Examples from Winnebago County

Open Close

Description

This report is used by MA Certifier, IV-E Specialist. This report is used as a cross reference regarding placement activity so that they can complete work for IV-E and MA in these cases.

EWiSACWIS Financial Reports Overview

OVER PAYMENTS

FM02b Overpayment Adjustments

Fm02b01 New Overpayments

Description

This report lists all recently recorded overpayments to providers for a County.

Expected Use

This report will be used to assist licensing workers in negotiating recoupment of overpayments in a timely manner. The timing allows for adjustments to be made prior to the next check run.

When Run

Weekly Financial 1 (WF1) – Friday night

Monthly Financial 1 (MF1) – First business night of each month

FM02b Overpayment Adjustments

Fm02b02 Outstanding Overpayments

Description

This report lists all outstanding overpayments to providers for each County. It will display whether a specific overpayment has been sent to the Collections for recoupment or future payments to this provider are being reduced by a monthly amount based on a repayment plan.

Expected Use

This report will be used to monitor recoupment of overpayments.

When Run

Weekly Financial 1 (WF1) – Friday night

Monthly Financial 1 (MF1) – First business night of each month

FM02b Overpayment Adjustments

Fm02b03 Overpayments Sent to Collections

Description

This report lists all the overpayments that are flagged to be reported to Collections between the dates entered in the parameter card for a specified County. Outstanding overpayments are processed monthly (or more frequently if necessary) in eWiSACWIS and they are either flagged to be reported to the Collections or they are used to adjust future payments made to a provider. This choice is indicated on the Provider Maintenance windows and processed by the FM02b: Adjust Overpayments Based on Repayment Plan batch program.

Expected Use

Assist DHFS and County fiscal staff in the collection of overpayments.

When Run

Weekly Financial 1 (WF1) – Friday night

Monthly Financial 1 (MF1) – First business night of each month

FM02b Overpayment Adjustments

Fm02b04 Payment Adjustments for Check Run

Description

This report lists all outstanding overpayments for the provider, the sum of adjustments made in the selected Check Run (as designated by the Voucher Number selected in the Input Parameter) and the overpayment balance at the end of that check run for each County.

Expected Use

Assist in DHFS and County fiscal staff in the monitoring of recoupment of overpayments to providers.

When Run

Monthly Financial 2 (MF2) – Third business night of each month

FM04a Reimbursement

Fm04a01 Case Counts

Description

This report summarizes the case counts information for foster homes, Residential Care Centers (RCC), and group homes. Under each of these categories the report displays the break down of the case counts into (1) Title IV-E Eligible and Reimbursable Children, (2) Title IV-E Eligible and Not Reimbursable Children, for the County and State. In addition the report lists the counts for kinship care cases (court-ordered and non-court ordered). The report also includes a section for adoption IV-E cases. Information is not shown at a county level, but for the entire state.

Expected Use

To allow the DHFS and County financial staff to review the case counts information for children receiving services.

When Run

Monthly Financial 3 (MF3) – Five to seven days after MF2

Quarterly Reimbursement Run - Last business day of the quarter in March, June, September and December.

FM04a Reimbursement

Fm04a02 Benefits Payments

Description

This report summarizes the benefit payments made on behalf of children in three major categories: Title IV-E, Title XIX, and TANF. The Title IV-E component is further broken into four sub categories: Foster Homes, Group Homes, CCIs, and Adoptive Homes. This report also provides information on the same components by county. In addition, it provides information on Checks Disbursed, Checks In Process and Overpayments at the county level. A single report is produced that contains separate, labeled pages for each county.

Expected Use

Allows DHFS and County financial staff to review expenditures against funding sources.

When Run

Monthly Financial 3 (MF3) – Five to seven days after MF2

Quarterly Reimbursement Run - Last business day of the quarter in March, June, September and December.

FM04a Reimbursement

Fm04a03 Overpayments with Trust Accounts

Description

This report summarizes those overpayments where the original payment was made using the child's trust funds. The objective of this report is to allow the Department to make manual adjustments to children's trust accounts and Title IV-E claiming.

Expected Use

Allows DHFS and County financial staff to review overpayments.

When Run

Monthly Financial 3 (MF3) – Five to seven days after MF2

FM04a Reimbursement

Fm04a05 Eligibility Based Days of Care

Description

This report summarizes the eligibility-based days of care for foster homes, group homes, Residential Care Centers (RCC), relative care, court-ordered kinship care, other institutions (which include detention, hospital, and corrections), other out of home placements (which include runaway, trial home visits, child resides with family, and unknown), no placement exists and adoption. A single report is produced that contains separate, labeled pages for each county.

Expected Use

To allow DHFS and County financial staff to review the days of care information for children receiving services. The days of care numbers are used for the claiming of administrative costs.

When Run

On Demand

FM04a Reimbursement

Fm04a010 Payment Based Days of Care

Description

This report summarizes the payment-based days of care for foster homes, group homes, Residential Care Centers (RCC), relative care, court-ordered kinship care, other institutions (which include detention, hospital, and corrections), and other payments (which include runaway, trial home visits, child resides with family, and unknown). A single report is produced that contains separate, labeled pages for each county.

Expected Use

To allow the financial staff to review the days of care information for children receiving services. The days of care numbers are used for the claiming of administrative costs.

When Run

Monthly Financial 3 (MF3) – Five to seven days after MF2

Ad Hoc Reports – Examples from Winnebago County

Over Payments

Description

This report provides information on recoupment activities for overpayments.

Expected Use

Financial personnel use this report to monitor over payment recoupment

When Run

Monthly Financial 3 (MF3) – Five to seven days after MF2

EWiSACWIS Financial Reports Overview

TRUST ACCOUNTS & KIDS

FM07 Trust Accounts

Fm0701 Trust Account Current Balance Report

Description

This report lists the current balance for each child's trust account in open cases. This report includes both positive and negative account balances for a child's trust account. If the account has reached a maximum balance level, then a flag is posted indicating a spend-down is required. Specifically displayed on this report are child's name, child's SSN, person ID, case ID, site location, FFP indicator, specific benefit balances, the current balance, outstanding cost of care and an indicator for spend down required.

Expected Use

Allows a Trust Account Manager to view Trust Account activity for a period or from the beginning of the accounts opening. The transactions are broken down by benefit type. The report identifies situations where the individual benefits are overdrawn.

When Run

Monthly Trust Account Reports (MTA) – runs every month. Can run anytime between the 20th and the next to last business day of the month.

FM07 Trust Accounts

Fm0702a EFT Ledger Update Batch Exception

Description

This report shows will read the daily file from USBank and update any deposits or withdrawals to the Trust Account Ledger. The batch takes the claim number from the EFT file and performs a lookup to the Benefit table. When a match is found, then the money is deposited in the ledger for the child with this trust account. If no match is found, the result is printed on this report. To use this report ac county must first notify the WiSACWIS project of their account number at USBank. They must also enter the account number on the Bank Page. WiSACWIS project will notify USBank to setup a "trap" for that account number on their mainframe for any incoming EFT transactions. USBank will forward these EFT transactions to WiSACWIS.

Expected Use

Review to determine why Trust Account Ledger was not updated.

When Run

Daily (DLY) – Run every business night

FM07 Trust Accounts

Fm0702b Reconcile Trust Accounts

Description

This report is a listing of withdrawals and deposits, in the same format as found on the statement given from the bank. The report will be used to confirm all withdrawals and deposits are recorded properly in WiSACWIS as they exist in the State maintained trust account. Withdrawals and deposits will be shown at the individual transaction level and sorted in the following order: date, type, and transaction id. The total page will display for each bank the total deposits and withdrawals for the given period, as well as initial period balance, end period balance, and current balance. If no ledger records exist for a particular bank, then a report will not be produced for that bank.

Expected Use

Assist financial workers in reconciling a bank statement with transactions and that are stored in the trust account ledger and the balance thereof.

When Run

Daily (DLY) – Run every business night

FM07 Trust Accounts

Fm0703 Placement Ending

Description

This report lists the placements that ended for period indicated in the parameter card. Specifically, these will be placements ending for children with Trust Accounts. The report will display the Case ID, Case Name, Participant Name, Begin Date and End Date of the placement.

Expected Use

Assist the trust account manager with investigating closed placements, so the appropriate decision can be made on how the benefits should be spent in the following reimbursement period. Case ID can be used to search online for the case and retrieve more detailed information about the placement.

When Run

Monthly Financial 1 (MF1) – First business night of each month

FM07 Trust Accounts

Fm0704 Statewide Trust Account Deposit History

Description

This report lists the deposit history for each child's trust account. The user may either specify "Begin" or a range of dates. Begin will total all deposits since a trust accounts inception. The second option allows users to determine the total deposits for a date range. Specifically displayed on this report are child's name, child's SSN, worker's name, worker's phone number, site location, FFP indicator, benefit amount, and the total amount.

Expected Use

This On Request job allows a Trust Account Manager to view how much money was deposited for a period or from the beginning of the accounts opening. The deposits are broken down by benefit type.

When Run

On Request

FM07 Trust Accounts

Fm0705 Trust Account Balances for Closed Cases

Description

This report displays the trust account balances for cases that have been closed, but have open trust accounts to pay for arrears etc. This report only includes open trust accounts for cases that have been closed since a user-specified date. Specifically displayed on this report are child's name, child's SSN, Site Location, FFP Eligibility, benefit-specific amount balance, current balance and outstanding cost of care.

Expected Use

Allows a Trust Account Manager to view cases that have open trust accounts after case closure. This will enable the state to collect arrears on particular reimbursements.

When Run

Monthly Trust Account Reports (MTA) – runs every month. Can run anytime between the 20th and the next to last business day of the month.

FM07 Trust Accounts

Fm0705 KIDS Daily Extract Report

Description

On a nightly basis KIDS transmits a file to eWiSACWIS containing information on participants that have been changed in KIDS that day. Changed data may include non-custodial address, name and amount of support. This report shows a side by side comparison of the information sent by KIDS to what is in eWiSACWIS.

Expected Use

Currently this report is produced for BMCW only. Starting with the June release the report will show data for all counties, but in a single report containing output for all counties. Expected use is to update eWiSACWIS with personal management information where determined the KIDS information is correct.

When Run

Daily (DLY) – run every business night

FM07 Trust Accounts

Fm0706 Trust Account Drawdown

Description

This report displays the drawdowns made on the General Trust Account for each child, after the reimbursements are claimed by the state. The report also displays reversals and check cancellations of withdrawals that are specified by the user. Specifically displayed on this report are child's name, person ID, case ID, trust account ID, benefit type, draw down (or reversal or cancelled payments) amount, FFP category, date of transaction, payment ID, payment begin and end dates.

Expected Use

Allows a Trust Account Manager to view draw-downs reimbursed from individual trust accounts for a specified period of time. The draw-downs and reversals are further broken down by benefit type.

When Run

Monthly Trust Account Reports (MTA) – runs every month. Can run anytime between the 20th and the next to last business day of the month

FM07 Trust Accounts

Fm0708a Monthly KIDS Exception

Description

On a monthly basis KIDS sends a file to eWISACWIS that is used to update any deposits or withdrawals to the Trust Account Ledger from transactions sent by KIDS to eWiSACWIS during the month. This report shows contains information on updates that were successful.

Expected Use

Used by county financial staff to review and fix any problems.

When Run

Monthly Kids (MoKIDS) – runs the first business night of the month. Must run after b-fm0701-spread-interest in the daily cycle.

FM07 TRUST ACCOUNTS

Fm0708b Monthly KIDS Verification

Description

On a monthly basis KIDS sends a file to eWISACWIS that is used to update any deposits or withdrawals to the Trust Account Ledger from transactions sent by KIDS to eWiSACWIS during the month. This report shows contains information on updates that were successful.

Expected Use

Allows a Trust Account Manager to view draw-downs reimbursed from individual trust accounts for a specified period of time. The draw-downs and reversals are further broken down by benefit type.

When Run

Monthly Kids (MoKIDS) – runs the first business night of the month. Must run after b-fm0701-spread-interest in the daily cycle.